

HANDBOOK

on 2012 Summer Institute in Korea
for U.S. Graduate Students
in Science and Engineering



**National Science Foundation
East Asia & Pacific Summer Institutes
For U.S. Graduate Students Pursuing Science & Engineering**



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I. INTRODUCTION

The Summer Institute in Korea for 2012 will be held from June 10 (Arrival) to Aug 11 (Departure), 2012. The Summer Institute in Korea provides US graduate students (US Citizens or permanent residents) in science and engineering with first-hand research experience in Korea, an introduction to the science and the science policy infrastructure of Korea, and an orientation to the Korean culture and language. The primary goals of the program are to introduce students to Korean science and engineering in the context of a research laboratory, and to initiate personal relationships that will better enable them to collaborate with foreign counterparts in the future. The program is administered in the United States by the National Science Foundation (NSF) (<http://www.nsf.gov>, <http://nsfsi.org/>) with co-sponsorship in Korea by the National Research Foundation (NRF) (<http://www.nrf.re.kr/html/en/>). Korea-US Science Cooperation Center (KUSCO) (<http://www.kusco.org>) coordinates the orientation and Korean language courses in the U.S. The NRF office is a contact point for questions regarding various issues such as visas, host institutions, travel in Korea, and emergencies occurring in Korea. Most NRF office staff can speak both English and Korean.

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II. PREPARATION

A. Host Institutions and Researchers in Korea

You should remember that host researchers or institutions will not be paid for hosting you. Therefore, your technical contributions to their program will be most appreciated. Many former Summer Institute participants have become highly recognized professionals after graduation and have continued their relationships with host researchers in many productive ways. A few tips regarding host institutions and research plans are provided below.

Eight weeks pass very quickly, and every year participants say they wish they had more time to finish their research projects. Without advance planning, you may "waste" the first part of your stay discussing potential projects instead of working on the actual project itself. You are encouraged to make efforts to both create a research plan and discuss its viability with your host scientist before your departure to Korea.

Research Plan

With your host researcher's agreement, you may choose to continue your on-going research work, to become involved in their on-going research work, or to start a new research project. If you choose to work on a new research topic, you may not have tangible results at the end of an eight-week period. To make your research visit to Korea productive, you may want do the following:

- Join one of the on-going projects in your host researcher's laboratory.
- Team up with a graduate student in their research group.
- Read their publications and understand their methods and approaches.
- Consult with your host researcher before you arrive in Korea and decide on the scope and weekly schedule of your work.

Facilities

While discussing your research plan, you should check with the host researcher to see if equipment, facilities, and/or materials required for your research will be available to you during your visit. Because the months of July and August are usually summer vacation in Korea, many students and faculty members will be out of their offices and some laboratories may close down equipment and facilities for renovation or cleaning. You should also check to see if you can get an email address and the access to the library, fitness center, and other facilities at the host institution.

Other information

Possibly the most useful information about how to survive at your host institution is from US students, research staff, or visiting faculty who have been or are currently in Korea. You might ask your host researcher to send you contact information for current or previous U.S. researchers from the host institution. You should also ask for information about possible professional visits during your stay (see section B) and housing arrangements (see section F).

B. How to set up other professional visits.

NSF and NRF encourage participants to visit laboratories outside of their host laboratory both to gain a broader understanding of the Korean scientific community in their fields and to create contacts for future research collaboration. You should be aware that cultural differences between the United States and Korea become extremely salient when it comes to setting up visits to other laboratories. In Korea, introductions are helpful prior to visits, and a mutually known third party typically makes these. Resources for developing contacts in Korea are:

- *Your advisor, professors, and colleagues in the United States*

Make sure you consult with your department advisor and other appropriate individuals before you leave home and develop a list of researchers you would like to meet while in Korea. Letters of introduction provided by primary advisors to the Korean researchers are extremely useful in setting up research visits as this further solidifies potential research relationships.

- *Your Korean host scientist*

Prior to your arrival, you should inform your host that you are interested in visiting other laboratories in Korea and ask them if they have suggestions as to which researchers would be beneficial for you to meet. If the host responds to this request, you can then politely ask if they would be willing to make the necessary introductions for you. A junior scientist may not always be able to introduce you to a scientist who is senior to him/her. You should be sensitive to these limitations and the signals your host sends in this regard. Do not push too hard for an introduction, as this may not be possible and or impolite due to Korean customs.

- *Summer Program alumni and U.S. researchers currently in Korea*

You may also get information about professional visits from former Summer Institute participants or from NSF grantees who have collaborations with Korean researchers in your area of interest (see <http://www.nsf.gov/sbe/int/eap/start.htm#srch>).

- *Publication search*

A publication search can help identify Korean researchers within your field. In this case, you might send, fax or e-mail a polite note that introduces yourself, explains your research, and requests a visit while you are in Korea. Note, however, that this is not the normal way of doing business in Korea and you should be prepared for no response from some of your contacts.

C. Passport and Visa

You will need a valid passport for travel to the Republic of Korea. For U.S. passports, application instructions and forms are available at the State Department Web site: <http://travel.state.gov/>. You can request expedited processing with an additional fee.

Visitors to Korea staying longer than 90 days are required to obtain a visa. For guidelines and forms, see http://www.dynamic-korea.com/consulate_service/visa.php. You should check with the Korean Consulate nearest you to make sure all your documentation is in order. The Korean Consulates are located in Washington, D.C., New York, Boston, Atlanta, Houston, Chicago, Seattle, San Francisco, Los Angeles, and Honolulu.

The visa application form may request multiple references in Korea. Participants may list the following individuals:

Your host researcher

Mr. Park Jeongho, Deputy Director, Office of American-European Affairs, NRF

Dr. Tae Hee KIM, Chief, American-European Cooperation Team, NRF

Mr. Jang-Yun KIM, Researcher, American-European Cooperation Team, NRF

Ms. Young In LEE, Researcher, American-European Cooperation Team, NRF

NSF will provide you a letter to Consul General that you can use for your visa application.

D. International Air Travel

The NSF-contracted travel agency, SATO Travel, will provide each participant with a round-trip economy class ticket between the major airport nearest their U.S. address and the Incheon International Airport in Korea.

You must return to your final destination in the United States no later than September 30, 2012.

Participants will be advised by e-mail when to contact SATO Travel to make travel reservations. **DO NOT PURCHASE ANY TICKETS ON YOUR OWN; NSF WILL NOT BE ABLE TO REIMBURSE YOU.**

There are important Federal Government and NSF travel guidelines and restrictions:

Travel is limited to U.S. flag carriers only.

Tickets will be issued by SATO Travel at the lowest fare, federal government or commercially available, whichever is less expensive. Travelers are typically authorized to travel round-trip from their domicile (permanent home address or academic institution) to Seoul, Korea. Any changes for personal reasons will be paid for by the Fellow.

Participants may extend their stay in Korea before or after the Summer Institute within the limits of their visas. Due to time restrictions involved in group flight arrangements, the NSF strongly encourages all participants to schedule non-NSF related travel after the completion of the Summer Institute. Although it is our goal to complete these arrangements far in

advance of the start of the program, administrative delays may occur. Accordingly, it is best for participants to avoid "front-loading" their program plans.

Tickets will be issued electronically (e-tickets) approximately three (3) days prior to departure.

There are designated contract carriers for the U.S. government for specific cities and routes, and Sato Travel is required to issue tickets through the designated airlines, if possible.

Note that all participants are expected to arrive at the Incheon International Airport on Sunday, **June 10th, 2012**. An agent of NRF will meet you in the arrival lobby of the Incheon International Airport and escort you to the hotel. (See section III. A)

E. Stipend

• NSF's \$5,000 Stipend

The Division of Grants and Agreements will issue an official NSF award. The award notification will include instructions about how to request electronic transfer of the \$5,000 stipend.

As a recipient of the \$5,000, you must make sure you will not be double-funded from NSF or other federal sources. You may need to consult with your advisor to verify this. If you are a recipient of an NSF Graduate Fellowship Award, you should consult with your university's Coordinating Official (CO) for the Graduate Fellowships. The CO should then contact NSF's Fellowship Program Officer. If you will continue to receive Graduate Fellowship funding during the Summer Institute period (the usual case), then you will be issued a zero dollar NSF Summer Institute award (no \$5,000 stipend) and will receive the airline ticket and in-country expenses through the Summer Institute program.

Questions concerning tax liabilities cannot be answered by NSF and should be directed to the Internal Revenue Service.

• Living Allowance in Korea

NRF will provide you a living allowance of 2,200,000 Korea won (your host institute will provide this allowance to you individually when you arrive to your host institute). You will be responsible for all of your expenses, such as lodging and meals at your host institution, transportation, and incidental expenses including purchase of your traveler's insurance, using the allowance provided by NRF. However, during the orientation session, accommodations and meals will be provided by NRF. NRF will not offer any safety boxes, and you will be responsible for handling this large amount of cash by yourself.

Since the student's living allowance will be provided after the orientation, you might need to bring some extra money to use during the orientation.

F. Housing Arrangements

Even though NRF will help arrange your housing at the host institution, you should ask your host researcher, in advance, for detailed information regarding housing facilities and arrangements at the host institution, such as international lodging or dormitories. You must note that some institutions may not have enough housing facilities. You must make payments for lodging at your host institution, according to their rules and procedures. If you will make your own housing arrangements, other than those available at the host institution, you need to notify your host institution as soon as possible.

G. Insurance

For your stay in Korea, you will be responsible to buy your own traveler's insurance in the US, before your arrival to Korea. You should buy your traveler's insurance within budget of living allowance provided by NRF as cost for insurance is already included in the living allowance. NRF will not reimburse for your insurance separately. (See section II. E)

H. Intellectual Property Rights (IPR)

NSF and NRF do not anticipate that the Summer Institute in Korea, undertaken pursuant to the memorandum of understanding between NSF and NRF exchanged on September 21, 2000, will result in the creation of intellectual property. If you wish to negotiate IPR provisions, you should work out arrangements with your host researcher and responsible officials at your host institution BEFORE you go to Korea.

I. Business Cards (Myungham)

It is a customary and very important practice in Korea to offer your "Myungham", or business card when you meet someone for the first time. As a Summer Institute participant, it will be useful for you to have your own. Your business card should include your name, title, university address, phone/fax number, email address in the U.S. as well as contact information in Korea.

J. Mobile Phones

You may want to arrange for mobile phone service during your stay in Korea, particularly since the use of such phones has become ubiquitous. Mobile phones may be purchased and temporary, prepaid service arranged through companies such as 'SK Telecom', 'KT', and 'LG U Plus'. Your host scientist can direct you to the local office of one of these companies after your arrival at your research site.

K. Health and Safety

For your general health, consider the following, as appropriate:

If you wear eyeglasses or contact lenses, bring an old pair of glasses or a spare set of contact lenses with you for backup. You may also wish to bring a copy of your corrective lens prescription in the event you must have glasses made. Don't count on finding your specific brands of eye care products overseas--take them with you.

If you take prescription medications regularly, and will be traveling with prescription drugs, bring a signed script or letter from your physician indicating your medical need(s) for the drug and identifying the drugs you will possess while in country. If you are diabetic (with insulin and syringes) or allergic (with epinephrine pens for anaphylaxis), you should look into the requirements for international travel with these items.

Advise your personal physician of your trip (destination and time abroad). Ask your health provider to review your vaccination record and any other medical needs you might have. You should do this at least 4-6 weeks prior to departure. The U.S. Government's Centers for Disease Control and Prevention (CDC) maintain a traveler's Web site with health information and travel advisories; the URL is <http://www.cdc.gov/travel/eastasia.htm>

Various travel safety information and guidelines can be accessed at: http://www.firstgov.gov/Topics/Usgresponse/Travel_Safely.shtml You are also encouraged to register with the U.S. Embassy in Seoul at <http://seoul.usembassy.gov/>

III. TRAVEL AND LOGISTICS

A. Arrival on June 10th, 2012

All participants in the Summer Institute are expected to arrive at the Incheon International Airport on Sunday, June 10th, 2012. An agent will meet you in the arrival lobby of the Incheon International Airport and escort you to the accommodation in Seoul. During the orientation, you will share a twin room - with 2 single beds - with one of the participants of the same gender. If for any reason you do not plan to stay at the designated accommodation on the specified date, please inform the NRF Office by June 1st. If you would like to stay at the designated accommodation before the specified dates, you may do so at your own expense. However, you are strongly encouraged to stay at the same hotel on the same schedule.

You should divide your luggage into two groups. The first luggage group should include items that you will need during the orientation period. The second luggage group should include items that you will use at your host institution so that they can be kept at the Hotel during the orientation period.

The detailed schedule will be provided in May 2012.

B. Early Arrival

For participants who will be traveling in Korea prior to the start of the Program, it may be convenient for you to have the bulk of your luggage delivered directly to your host institution from the Incheon International Airport at your expenses (<http://www.airport.or.kr/>). Delivery services are available at the Incheon International Airport.

C. Daily Schedule

The Opening Ceremony will be held at the NRF Seoul Office. The orientation session is scheduled for 5 days. It will take place in Seoul, Gyeongju, Ulsan, and Pohang. After the orientation, you will move to your host institutions from Seoul.

The Summer Institute schedule is summarized as below:

June 10, 2012	Arrival in Korea
June 11~15, 2012	KSI Opening Ceremony & Orientation session
June 15, 2012	Travel to Host Research Organization
June 18, 2012	Research experience
August 9~10, 2012	KSI Closing Ceremony
August 11, 2012	Departure from Korea

IV. REPORTS

NRF Report

All participants are requested to submit a report on research work carried out during the program. The forms will be given during the orientation in Seoul. The report should be written on A4 sized paper and submitted electronically by e-mail (albarta8@nrf.re.kr) before July 31st, 2012.

NSF Final Report

Participants are required to submit a Final Report to the NSF no later than December 1, 2012. Reports must be submitted electronically via the NSF Fast Lane system.

Project Outcomes Report

Participants are required to submit a Project Outcomes Report for the general public via www.research.gov no later than December 1, 2012. Project Outcomes Report serves as a brief summary (200-800 words), prepared specifically for the public, of the nature and outcomes of the project.

V. OTHER INFORMATION

Other useful information can be obtained from the following web sites:

- NRF homepage: <http://www.nrf.re.kr/html/en/>
- NSF EAPSI information: <http://www.nsf.gov/eapsi>
- NSF Tokyo homepage: <http://www.nsftokyo.org>
- Basic Information about Korea: <http://english.tour2korea.com/>
<http://www.nfm.go.kr/>
<http://www.koreabrand.net/>
- Korea Weather Information: <http://web.kma.go.kr/eng/index.jsp>
- Map of Seoul: <http://gis.seoul.go.kr/SeoulGis/EnglishMap.html/>